

LIFE18 ENV IT 000201 - LIFE E-Via monitoring first visit

Program:

- 09:15 - 12:30 Technical session, discussion of technical progress action by action
- 12:30 - 14:00 Lunch break.
- 14:00 - 18:00 Administrative and financial session.
- 18:00 - 18:30 Various and eventual and conclusion of the visit.

Technical Part: - Technical progress of the project [about 3 hours]:

It is possible to organize the exhibition of the technical part as you prefer, I ask you only to respect the scheduled times.

- Illustration of the technical progress of the project, action by action. Illustration of expected documents and milestones achieved. Possible problems, delays, authorizations.
- Verification of communication and dissemination activities: state of preparation of mandatory products.
- Check and update status of the website.
- Networking status.
- Progress made towards specific targets (impact indicators)
- Policy implications: overview of the possibilities for updating and improving the environmental policies (local, national, and European) inherent in the project; overview of the potential for replication and the ideas you have regarding the continuation of the project achievements after the end of European funding (specific plans and / or actions to guarantee the technical-economic sustainability of the project in the post-LIFE future).
- Brief analysis of upcoming future actions.
- various and eventual

Administrative session and financial analysis and discussion of the following main points [4-5 hours]

- Verification of the flow of documentation between associated beneficiaries and coordinating beneficiary. All the documentation must not be provided by each beneficiary but must already be a provision of the coordinating beneficiary which can be consulted during the visit. It's ok if you have a cloud to access supporting documents. The documents can also be archived and provided to the monitor in electronic format.
- Verification of the configuration of the administrative management system. Reporting system adopted and specific cost centers for the project for each beneficiary. It is necessary to provide the number / code of the cost / order center dedicated to the reporting of the project and a recent print of an extract of the same showing one or more operations based on the reference number of the project.
- Project responsibility organization chart
- Presentation of the state of the project expenses updated on the basis of the data entered in the budgets.
- Verification of how to compile the cost reporting file, beneficiary by beneficiary.
- Compilation of timesheets (sample verification of timesheets) and verification of hourly / daily rates in comparison with what is foreseen (I ask you to calculate the daily rates of the staff and verify that they are not higher than these foreseen in the proposal).
- Verification of travel costs and reimbursement system. Description of the travel request / approval procedure and regulation.
- Verification of external assistance costs, consumables and other costs and procedures for selecting external assistance, for each beneficiary. Produce a reg
- Verification of the depreciation system of durable goods.
- Doubts, various and eventual.

Documentation required before the visit

I ask you to send me electronically by February 10th:

Deliverables:

Deliverable Azione D.1 Dissemination Plan

Deliverable Azione E.1

Monitoring protocol

Financial documents

- Consolidated financial statements
- Financial statement of the individual beneficiary (of each beneficiary)